



Ministry of Interior - Military Assistance Group



Welcome Packet

(MOI-MAG)

PSC 1203 Unit 61308

APO AE 09803

WELCOME!

On behalf of [COL Gary L. McGinnis the MOI-MAG Program Manager](#), we are very excited to have you join our organization. You will find your tour with the MOI-MAG rewarding and challenging as you help to expand our country's strategic relationship with an important international partner, the Kingdom of Saudi Arabia (KSA).



Description, Organization and Functions

MOI-MAG is a Security Cooperation Organization under the military command of Army Materiel Command (AMC) headquartered at Redstone Arsenal, Alabama. The Program Manager reports directly to the United States Army Security Assistance Command (USASAC) Commander, however the unit falls under the leadership of the US Ambassador to Saudi Arabia, who has overall responsibility for all US Government activities in the country.

The MOI-MAG mission is to advise and assist the Saudi Ministry of Interior as a valued security cooperation partner. The vision is to set a regional standard that delivers unique security assistance solutions in a lasting partnership.

- HQ MOI-MAG—Consists of Command Group and G-staff sections, as well as Riyadh Training Detachment, Aviation Training Assistance Group and FEST teams are located on Eskan Village, Riyadh.
- The Western Region Technical Assistance Field Team (TAFT)/Detachment is located in Jeddah.
- The Eastern Region Technical Assistance Field Team (TAFT)/Detachment is located in Dammam.

Other major agencies headquartered at Eskan Village are the US Military Training Mission – Saudi Arabia (USMTM), Office of the Program Manager Saudi Arabian National Guard (OPM-SANG) and the 879th Expeditionary Security Force Squadron (ESFS).

SAUDI ARABIA – THE HOST NATION

Area, Geography, and Climate

The Kingdom of Saudi Arabia (KSA) occupies approximately 870,000 square miles or four-fifths of the Arabian Peninsula and is roughly equal in area to that part of the United States that lies east of the Mississippi River.

The Kingdom's climate is generally comparable to that of the American Southwest with intense summer heat being the most notable feature. Summer temperatures frequently exceed 120 degrees Fahrenheit over much of the country accompanied by high humidity along both coasts. The weather is generally mild and pleasant from October to April.

Nighttime temperatures occasionally drop to below freezing in mid-winter along the northern frontier and in the higher mountains along the West Coast. Rainfall over the entire peninsula is sparse and generally confined to the winter and early spring months. In some years, rain may be almost very nonexistent except for the mountain regions of Asir.

The Country of Saudi Arabia

Saudi Arabia is the birthplace of Islam and home to Islam's two holiest sites in Mecca and Medina. With the population of over 27 million people, 90% practice the official religion of Islam. Saudi Arabia, north of Oman and Yemen, borders the Persian Gulf and the Red Sea. It is unique in that it is the largest country in the world without a river, yet is rich in oil and other valuable resources.

Until recent decades, Saudis were primarily nomadic or semi-nomadic people. Under the influence of rapid economic development spurred by the exploitation of vast oil resources, migration to the principal cities has steadily increased, and today nomads are estimated to comprise only 15% of the population. The Saudi Arabian Government, set up as an absolute monarchy, has encouraged a shift from pastoral to fixed agricultural pursuits.

Saudi Arabia has an oil-based economy with strong government control over major economic activities. It possess about 16% of the world's proven petroleum reserves, ranks as the largest exporter of petroleum, and plays a leading role in OPEC. The petroleum sector accounts for roughly 87% of the budget revenues, 42% of GDP, and 90% of export earnings.

Saudi Arabia is encouraging the growth of the private sector in order to diversify its economy and to employ more Saudi nationals. Over 6 million foreign workers play an important role in the Saudi economy, particularly in the oil and service sectors. Saudi officials are beginning to focus on employing its large youth population as well, which generally lacks the education and technical skills the private sector needs.

As a whole, Saudi Arabia is remaining a powerhouse within its region, despite the surrounding conflicts taking place in neighboring countries.

WORKING AND LIVING IN SAUDI ARABIA

All MOI-MAG Personnel

MOI-MAG personnel are assigned to unaccompanied tours.

Sponsorship Program – The Personnel office operates and monitors its sponsorship program and will ensure all sponsors are available for questions and any additional information one might need. MOI-MAG abides by the Saudi workweek of Sunday through Thursday with Friday and Saturday as non-duty days (dependent on mission requirements).

MOI-MAG HEADQUARTERS – RIYADH

Riyadh is the capital of Saudi Arabia. It is situated near the Arabian Peninsula and has over 9 million people within its limits. The city has numerous historical landmarks and contemporary architecture, setting it apart from all other cities within the country.

MOI-MAG personnel live on Eskin Village. Common use facilities within the Eskin Village compound include a swimming pool, tennis, racquetball, and basketball courts, a gym, classroom used as a theater, wood hobby shop, ceramic shop, multi-media center with CDs and books, and a community-dining club.

A commissary, PX/BX and APO facility are also located on the compound. Local vendors include barbers, Arabic general store, tailors, jeweler, and gift shops.

MOI-MAG EASTERN REGION ASSISTANCE TEAM – DAMMAM

Dammam is located in the Eastern Province of the Kingdom on the Arabian Gulf. Due to the location of Dammam, it has a mix of several different ethnicities and nationalities. This mixture of culture has made a major impact on the cuisine within that region.

MOI-MAG personnel work at the FSF Eastern Regional Training Center. Personnel currently live on the Al Rushaid 2 compound. The villas within the compound are fully equipped and fully furnished. However, you may bring small personal appliances. The compound is 15 minutes away from the work site, only two miles from the U.S. Consulate General, and about ten minutes from the Arabian American Company's (ARAMCO) largest community where many Americans reside.

The Dammam Consulate has a full service APO, including registered mail, money orders, claims, and inquiries, and stamp sales.

MOI-MAG WESTERN REGION ASSISTANCE TEAM – JEDDAH

Jeddah—also commonly spelled Jiddah or Juddah—located on the Red Sea in Western Saudi Arabia, is one of the world's oldest inhabited places with tradition saying that Eve was buried here after she left the Garden of Eden. It is a centuries-old route to Mecca for pilgrims throughout the Islamic world and has become one of the world's most cosmopolitan cities. Today, more than 1 million people live in Jeddah and approximately half of them are foreigners. It is Saudi Arabia's largest city, as well as its greatest commercial center.

MOI-MAG staff reside in the Sierra compound, a gated/access- controlled residential compound managed by the Arabian Homes company, features furnished, apartment-style living quarters.

The Jeddah Consulate has a full service APO, including registered mail, money orders, claims, and inquiries, and stamp sales.

Clothing, Uniforms and Equipment

The year around duty uniform is the Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP). Please see the [packing list](#) found at the end of this packet for specifics.

All personnel are required to have at least one **ASU and/or Mess Dress** uniform along with appropriate business clothing to attend coat and tie events that are hosted by the Embassy.

Civilian clothing for men and women is available on the local economy. Tailors are plentiful; however, caution in their selection is necessary. Athletic clothing and footwear are readily available on the economy but at premium prices. Commercial dry cleaning and laundry services are available at the PX, as well as on the local economy.

For on base and at home activities, clothing requirements for women are much the same as in the United States; however, more conservative attire for the ladies will be necessary in Saudi towns, i.e., long sleeve blouses, high neck, full length dresses or slacks. Appropriate conservative attire for women is available locally and is relatively inexpensive. Warm clothing is necessary for the winter months.

In public—off base—all women are strongly advised to wear an "Abaya" and carry a scarf (in case you are asked to cover your head). The abaya is a black, long sleeved, floor length, traditional outer garment for women and is the culturally appropriate outerwear for females traveling outside of Eskin Village.

Personal Finance Support

In addition to the G-8 (Finance Officer), MOI-MAG personnel have full access to a Finance Office at Eskin Village in Riyadh. It is a fully integrated office that performs the full range of finance services: PCS and TDY advances and settlements; military pay for Army, Navy, and Air Force; disbursing (check cashing, foreign currency conversion), and commercial accounts.

The USMTM Finance Office provides currency exchange services. The monetary unit in Saudi Arabia is the Saudi Riyal (SR) as U.S. dollars are not used downtown, except to convert at banks. The cashier will accept personal checks drawn against US banks up to \$745.00 per day. Personnel may convert, without limit, U.S. dollars into Saudi currency; however, the Finance Office will not convert Saudi currency to U.S. dollars (except under special circumstances). U.S. dollars and the Eagle Cash Card can be used for payment in all Eskin facilities. It is recommended for all incoming personnel to get an Eagle Cash Card at the in-processing station, prior to arrival in KSA. At this time, ATMs located on Eskin Village only accept Mastercard debit/credit cards.

For Dammam and Jeddah personnel full service banking is not generally available, however most ATMs will accept your bankcard for withdrawals. Money dispensed through ATMs will be in Saudi Riyals. The best option is to arrange to bank by mail, using direct deposit of pay and allotments as required.

Morale, Welfare, Recreation Facilities, and Social Life

Recreational facilities are available to mission members at all in-Kingdom locations. These include movies, some courts and fields for various sports, and swimming pools. Facilities at the US Consulates in Dhahran and Jeddah and the US Embassy in Riyadh are made available to MOI-MAG members on a limited basis.

In addition, both the Arabian Gulf and Red Sea offer excellent opportunities for fishing, water skiing, sail boating, scuba diving, and snorkeling. Western-style public entertainment is not available in Saudi Arabia. Social life both for the Western and Saudi communities is normally confined to the home, residential compounds, and to the military club or mess.

Local radio and television stations usually broadcast 24 hours a day. All locations have satellite downlinks providing AFRTS and SEB (Southern European Broadcast). The above provide major sports events and CNN. The cable system works on the US standard (NTSC). Dhahran and Riyadh have at least one English speaking radio station, either AFN or from ARAMCO.

Housing/Furnishings

All MOI-MAG villas are fully furnished and are determined by rank and availability. Check with your sponsor for specifics about your housing. MOI-MAG also provides the following hard pack items: stove, refrigerator, washer and dryer, microwave oven, and water dispenser in each villa regardless of location. **See [SOFTPACK](#) list at the end of the packet

Inbound personnel should be prepared to bring or purchase items such as a cleaning tools and supplies, and additional linens. Check with your sponsor to see exactly which items are provided and which items you should bring with you.

Electrical current at Riyadh, Dammam, and Jeddah is 120 volts, 60 cycles; throughout the rest of the Kingdom, much of the power supply is 220 volt, 50 cycles. If needed, transformers are available. Utilities such as water, electricity, and basic telephones are provided at no charge to the occupants. Inbound personnel may bring U.S. style telephones to supplement the single phone provided each villa. Various adapters are necessary for three-prong plugs and are available in the local hardware stores.

Religious Activities

Both MOI-MAG and the USAFCENT Security Forces have a chaplain that provides or sponsors a variety of religious services for personnel. Additionally, members may participate with local lay groups composed of members of the Western community. Missionary activity is prohibited and can lead to expulsion from the Kingdom. Specific questions should be addressed to the sponsor.

Legal Services

MOI-MAG staff has access to an Office of the Staff Judge Advocate (SJA), located at Riyadh. The office provides a full range of legal services including wills, powers of attorney, legal consultation, tax assistance and claims.

Legal services are provided for all MOI-MAG locations within the Kingdom by the SJA at Riyadh. Legal assistance is provided on a walk-in basis or you can call for an appointment. For locations other than Riyadh, please call. While many matters can be handled over the phone, SJA also travels to the location to meet with clients when the situation warrants it. All locations have personnel appointed who are authorized to notarize documents and powers of attorney.

Medical, Dental and Health Information

Several medical resources are available to you while in the Kingdom. Medical Services has a small military clinic on Eskan Village. Supplemental medical and dental treatment is available through the Tricare program office located across the street from the Medical Clinic in Building 68-04.

There are no special immunization requirements for Saudi Arabia other than the normal vaccinations mandated for worldwide duty.

Service members who are on special medications that may not be readily available through military supply channels, must bring at least a six months' supply. Upon arrival, notify the USMTM Clinic of these needs as soon as possible, so that arrangements can be made to ensure access to these medications is not interrupted.

Obstetric care from U.S. military health professionals is currently not available in Saudi Arabia.

Postal Service

The Air Post Office (APO) in the Kingdom of Saudi Arabia is a United States Military Post office operated by the personnel assigned to Operating Location B, Ninth Air Force, and United States Air Forces Central (USAFCENT). First Class and Priority Mail from CONUS usually arrives in 10-14 days; mail going to the US usually takes 9-10 days. The MOI-MAG Unit mail address is as follows:

**MOI-MAG
PSC 1203 Unit 61308
APO, AE 09803**

The following items are strictly prohibited from entering or leaving Saudi Arabia through the APO.

- Posters, pictures, paintings, books, catalogs, DVDs, video tapes, or magazines depicting nude or seminude people and pornographic or sexual items of any type (as determined by Saudi Customs).
- Religious items including, but not limited to, bibles, crucifixes, instructional material, or any other items interpreted by customs as religious in nature. Although these items have made it through customs before, please be advised that they can be confiscated.
- History has proved certain items relating to Christmas such as cards, trees, decorations, angels, etc. are subject to confiscation.
- Pork or pork products.
- Alcoholic beverages or any consumable item containing alcohol. This includes distillation equipment and brewing supplies.
- Firearms of any type, including air guns and toy guns.
- Fireworks.
- Government symbols including, but not limited to, stickers and flags.
- Military clothing or equipment, other than for personal use.
- Electronic items including, but not limited to, base stations, hand-held transmitters, cordless telephones, global positioning system (GPS) receivers, etc.

- Candy cigarettes and cigarette advertisements.
- Chemicals, including alcohol (medicinal or industrial).
- Any literature that is determined to be offensive to Saudi culture or its people.

The following items are extremely scrutinized by Saudi Customs. If they contain prohibited content, it can result in fines, confiscation and/or censorship.

- Films, CDs, DVDs
- Video Tapes
- All printed matter, such as books, magazines, catalogs, newspapers, pictures, paintings.

The important fact to remember is all classes of mail are subject to Saudi Customs inspection upon arrival in the Kingdom. If any item is found to be offensive or prohibited as interpreted by the Laws of the Kingdom, the item will be confiscated and the recipient is subject to fines and/or punishment as appropriate.

Saudi Arabia is no longer a 'free' mail location – all regular mailing fees apply in this country.

Commissary and Exchange Support

The Army/Air Force Exchange Service (AAFES) operates a retail store in Riyadh. AAFES stocks adequate quantities of popular brands of toilet articles, soft drinks, tobacco products, photographic and stereo equipment, clothing, and sundries. Any item available in the Army/Air Force Exchange Service catalog, except firearms, may be ordered through the APO mail. Current catalogs from the principal US mail order houses are also available.

The commissary system stocks a complete line of semi- perishable and perishable items basic to family needs. Fresh fruit and vegetables, milk, eggs, yogurts, chilled juices and other dairy items are procured on the local economy. The commissary also has a "down range" shopping program for personnel not located in Riyadh.

In all three locations, there are many places to buy food in the local area. Fresh fruit produce, and dry goods are available. The local supermarkets now stock many western products, especially meat. There are 24-hour Panda Stores in the area, and they carry mostly U.S. products at a slightly higher price than in the States. Many Wal-Mart type stores are located about a 5- minute drive from most locations. Many of the wares associated with the Middle East, Iran, Pakistan, India, Japan, and parts of Europe are available.

Also in the local economy, there are stores with a great selection of music, music systems, and camera equipment. Also stocked are household items and small appliances, white goods, office-type supplies, toiletries and personal hygiene items, a few clothes, over-the-counter medicines, tools, suitcases, cosmetics, and magazines (similar to the selection at a CVS/Walgreens). Camping equipment is also available.

Travel

An official passport and Saudi visa are required for entry and exit from Saudi Arabia. G1 will provide further guidance on how to apply. Unless you have the passport and visa in hand upon arrival at the aerial port of embarkation, you will probably incur considerable hardship and delay. If you reach

Saudi Arabia without a passport and visa, you will be forced to take the next available aircraft out of the country. The Government of Saudi Arabia refuses admission and transit to holders of a passport or visa with a declaration that it has been or is valid for Israel. It is strongly advised to also have a Tourist Passport for travel outside of Saudi Arabia and the United States.

Port of entry for replacement personnel assigned to MOI-MAG is King Khalid International Airport (KKIA). Your sponsor and/or other designated MOI-MAG personnel will meet you upon your arrival and escort you to Eskan Village. Timely receipt of port call information on incoming personnel will reduce inconvenience upon arrival in Saudi Arabia; therefore, you should provide your sponsor with your scheduled arrival time, by email, as soon as possible. Further, it is required that you travel in civilian clothing.

Communications

Cellular phones are centrally approved, managed and funded by MOI-MAG. The G6 establishes internal policies to ensure phones are properly controlled, maintained and accounted for to meet mission requirements. Cellular telephones are provided for official use only. It is the user's responsibility to immediately report any lost cell phones to G6, MOI-MAG. Failure to do so may result in unauthorized charges being billed to responsible individual.

From US Commercial: dial (781) 365-1810 ext. XXXX (use last four of office number). For international calls: dial +966 and drop the first 0 of the cell number.

Entitlements

1. Base Pay: Determined by pay grade and years of service.
<http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>
2. Basic Allowance for Housing (BAH): BAH is determine by dependency status, years of service, pay grade, and zip code on the orders. <http://www.defensetravel.dod.mil/site/bahCalc.cfm>
3. Overseas Cost of Living Allowance (OCOLA): All Soldiers in the Kingdom are entitled OCOLA. Determined by pay grade and years of service at the provided rate.
<http://www.defensetravel.dod.mil/site/colaCalc.cfm>
4. Hazardous Duty Pay-Location (HDP-L): All soldier assigned to KSA receive HDP-L of \$150.00 per month.
5. Basic Allowance for Substance (BAS): All Soldiers receive monthly BAS in KSA. Enlisted (\$368.29) Officers (\$253.63)
6. Family Separation Allowance (FSA): FSA is determined on dependency status and paid at a rate of \$250.00 a month.
7. Combat Zone Tax Exclusion (CZTE): CZTE is entitled to all Soldiers in KSA. Taxes are refunded at every end of month LES.
8. Spousal Visit: Spouses may visit in a "temporary status" for a maximum of 3 months without affecting Family Separation Allowance. Must obtain a Spousal Visit Visa.
9. Shipment of Household Goods: Orders will state authorization to ship Household Goods. Refer to JTR for specific guidance: http://www.move.mil/dod/before_you_begin/weight_allowance.cfm
10. Thrift Savings Plan: Soldiers are authorized to participate in Thrift Savings Plan
<https://mypay.dfas.mil/mypay.aspx>.
11. Annual Clothing Allowance: Enlisted personnel only. Paid upon end of tour (\$468).

Packing List

In addition to the items listed previously, please use the below list to ensure you are properly prepared for life in Saudi Arabia. Any additional questions, please reach out to your sponsor.

1. Army Combat Uniform (ACU) or Operational Camouflage Pattern (OCP) (minimum of 3 sets)
2. ASUs/Mess Dress
3. Army PT Uniform (minimum of 1 set)
4. Athletic gear for personal fitness
5. Men's Business Attire (as applicable)
 - a. Khakis/Dress Pants
 - b. Belt
 - c. Tie (minimum of 2)
 - d. Button-down Collared Shirt (minimum of 2)
 - e. Collared Polo (minimum of 2)
 - f. Dress Shoes
 - g. Blazer/Sports Coat
6. Women's Business Attire (as applicable)
 - a. Modest Pants/Skirt
 - b. Conservative Long-sleeved Blouse (minimum of 2)
 - c. Dress Shoes
 - d. Conservative Cocktail Dress (high neck-line, covering shoulders, at or below the knee)
7. Swimsuit (optional)
8. Comfortable Civilian Attire
9. Sunglasses (optional)
10. Civilian headgear (optional)
11. Specialty personal hygiene
12. Specialty cookware not listed on [softpack](#) list

****Bring only what you need upon arrival in KSA. It's best to have minimal baggage when going through customs. Get with your sponsor on shipping all non-essential items prior to your arrival. In recent guidance, the Riyadh King Khalid International Airport (KKIA) cannot accept checked baggage over 92 cm x 61 cm x 76 cm (36 in x 24 in x 30 in) and 32 Kilograms (70lbs). Also, the following items are exempt from this new policy: golf bags, golf sticks, live animals, wheel chairs, baby trolleys, and musical instruments.**

Conclusion

Serving with the Ministry of Interior-Military Assistance group is an experience unparalleled by any assignment you will have in your military career. Working within the Kingdom of Saudi Arabia will provide an opportunity to learn about this country's rich and hospitable culture. It will challenge you and engage your creativity as you work with our dynamic team of U.S. Army, joint service personnel and international attachés. Your work will affect countless others and illuminate the ways in which we are all connected. We welcome you to the mission of MOI-MAG and assure this assignment will strengthen your career, develop your area of expertise, and build lasting relationships certain to leave an indelible mark on your career.

COL MCGINNIS BIOGRAPHY



United States Army Security Assistance Command

The Army's Face to the World

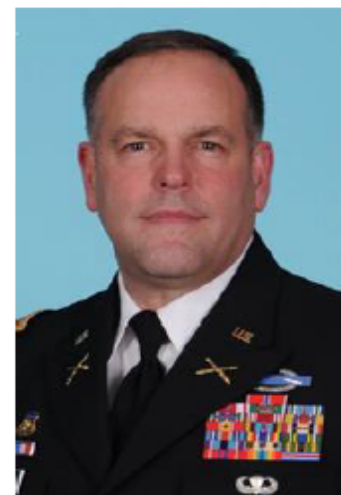


Colonel Gary L. McGinnis
Program Manager
Ministry of Interior - Military Assistance Group

Colonel McGinnis has an Associate's degree in Criminal Justice and a Bachelor's degree in Psychology with the University of New York and a Master's degree in Business Administration from Montreat College, North Carolina. He is also a graduate of the US Army War College resident program with a Master's degree in Strategic Studies.

With over 30 years in the military and 25 years of active duty experience, Colonel Gary McGinnis currently serves as Program Manager for the Ministry of Interior – Military Assistance Group (MOI-MAG) in Saudi Arabia.

A native of Stanley, North Carolina, Colonel McGinnis enlisted in the United States Army on 8 October 1981 as an infantryman with the 82nd Airborne Division at Fort Bragg, North Carolina. During Colonel McGinnis' enlisted career, he deployed to Germany during Exercise REFORGER and to Turkey for Operation Display Determination. In 1983, he deployed to Grenada for combat operations during Operation Urgent Fury.



In 1991, Colonel McGinnis was selected to attend the U.S. Army Officer Candidate School at Fort Benning, Georgia and was commissioned as an artillery officer. Following his initial assignments with the U. S. Army Reserves and the Army National Guard, Colonel McGinnis served as an operations officer specializing in anti-terrorism and force protection with XVIII Airborne Corps during his deployments to Kuwait, Korea and Iraq. During this time, Colonel McGinnis served on active duty at every echelon from platoon and battery operations to coalition warfare with Multi-National Forces.

In 2007, after completing his assignment as a Brigade Combat Team executive officer, Colonel McGinnis served as a J5 Branch Chief and program manager for a newly developed business intelligence program for the National Guard Bureau. Colonel McGinnis also served as the J5 military liaison to Moldova and Botswana in support of the NATO Partners in Peace Program. During a NATO deployment, Colonel McGinnis trained a Moldovan Army Battalion in international peace keeping and stability operations in the heavily contested Transdnistria border areas with Russia.

From 2010-2013, Colonel McGinnis trained and commissioned United States Army officers while serving as a TRADOC ROTC professor of military science for a 23 college and university consortium at the University of North Carolina in Charlotte. During this assignment, he taught military leadership and managed Army scholarships and Cultural Understanding and Language Proficiency (CULP) Programs to help young leaders develop cultural awareness and build foreign language proficiency skills.

Colonel McGinnis and his wife Sally, have three adult married children; Robert, an investment banker, Jennifer, a school teacher, and Leslie, a certified public accountant. They have four grandchildren. Colonel McGinnis' awards and decorations include the Bronze Star Medal, three Meritorious Service Medals, five Army Commendation Medals, Joint Service Achievement Medal, five Army Achievement Medals, the Combat Infantryman's Badge and the Combat Action Badge.

HQ, MOI-MAG • PSC 1203 Box 61308 • APO, AE 09803

www.usasac.army.mil

SOFTPACK HAND RECEIPT

MOI-MAG SOFTPACK ITEM HAND RECEIPT

ITEM NAME	UI	Authorized	Issued	Received	Shortage	Remarks
SHEET SET	EA	1	1			
PILLOW CASES	EA	2	2			
COMFORTER	EA	1	1			
PILLOWS	EA	2	2			
BATH TOWEL	EA	1	1			
POTS PANS PAN SET	EA	1	1			
BAKING PAN	EA	1	1			
CAN OPENER	EA	1	1			
COFFEE POT	EA	1	1			
CUTTING BOARD	EA	1	2			
DISH DRAIN w/board	EA	1	1			
ICE TRAYS	EA	2	2			
TOASTER	EA	1	1			
DINNER SET (4 of ea plates,bowls,cups,saucers)	ST	1	1			
SILVERWARE SET	EA	1	1			
GLASSWARE SET (12oz)	EA	4	4			
GLASSWARE SET (8oz)	EA	4	4			
MEASURING SPOON SET	ST	1	1			
CUTLERY SET (KNIFE SET)	ST	1	1			
COOKING UTENCIL SET (5pcs)	ST	1	1			
PITCHER (glass or plastic)	EA	1	1			
CASSEROLE DISH	EA	1	1			
LAUNDRY BASKET	EA	1	1			
BROOM w/ DUSTPAN	EA	1	1			
MOP AND MOP BUCKET	EA	1	1			
TOILET BRUSH SET	EA	1	1			
IRON	EA	1	1			
IRONING BOARD	EA	1	1			
TRASH CAN LARGE (kitchen)	EA	1	1			

MOI-MAG SOFTPACK ITEM HAND RECEIPT

TRASH CAN SMALL (bathroom)	EA	1	1			
POWERSTRIP	EA	1	1			
WATER HOSE (shared)	EA	1	1			
BARBEQUE GRILL (shared)	EA	1	1			
BARBEQUE GRILL ACCESSORIES	EA	1	1			
OUTDOOR PATIO CHAIRS SET	EA	1	1			
WATER BOOK	EA	1	1			Book Number
VILLA #						
NAME:						
SIGNATURE:						
DATE:						
FACILITIES NCO:						
SIGNATURE:						